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GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 62

EFFECTIVE DATE: April 9, 1999; Revised 9/9/03; Revised 11/1/04

SUBJECT: Flexible Maximum Hire Rate for Attorney Job Series

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Civil Service Commission effective September 9, 2003, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Attorney job series.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment, retention and other business reasons.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of November 1, 2004, individuals hired in positions that are in the following Attorney job titles will be hired at the established Special Entrance Rate:

- Attorney 1
- Attorney 2
- Attorney 3
- Attorney Supervisor

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective November 1, 2004, the pay of employees who occupy positions in the job titles listed above will be increased by a percentage as indicated in the attachment to this policy or to the new Special Entrance Rate, whichever is greater, not to exceed the Maximum of the pay grade.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective November 1, 2004, the Civil Service Commission approved statewide Flexible Maximum Hire Rates for the Attorney job titles.

The following chart reflects:

1. The job code, title and pay level of the job affected,
2. The previous SER or current biweekly minimum of the jobs affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions in these jobs from November 1, 2004 forward, and the percentage increase that will be implemented.

Job Code	Title	Pay Level	Previous SER or Current Biweekly Minimum 11/1/04	Biweekly Hire Rate 11/1/04	Percentage Increase 11/1/04
160580	Attorney 1	AS-616	\$1,173.60	\$1,443.20	7%
160590	Attorney 2	AS-618	\$1,344.00	\$1,652.40	7%
160600	Attorney 3	AS-620	\$1,539.20	\$1,891.60	7%
160610	Attorney Supervisor	AS-621	\$1,677.60	\$2,024.00	7%